

## HEALTH PROGRAM ASSISTANT 2

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Posting Date: November 14, 2013**

**Closing Date: November 21, 2013**

The Department of Social Services is presently accepting applications to fill two (2) Health Program Assistant 2 positions, within the Division of Health Services; Integrated Care Unit. These positions are located in our Hartford Central Office.

**Open To:** The Public and State Employees

**Position:** Health Program Assistant 2 (FP-21)  
Position Numbers# 34593 and 89701

**Bargaining Unit:** P-1 New England Health Care (1199)

**Salary Range:** \$58,138.00- \$79,966.00 Annually

**Location:** 25 Sigourney Street, Hartford, CT 06106

**ELIGIBILITY REQUIREMENTS:** Applicants must have taken and passed The Department Of Administrative Services Examination Number 043170 for Health Program Assistant 2. State of Connecticut Employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the Examination prior to the above closing date to qualify for this vacancy.

**EXAMPLES OF DUTIES:** Assists in the implementation of health programs through the medical Administrative Services Organization (ASO) program by leading program planning and development efforts; tracking deliverables and obligations as defined in the ASO/DSS contract; monitors and evaluates ASO program coordination of quality improvements and action plans to ensure timely delivery and effective services/support to members and providers through scheduled/ad hoc site visits and conference calls. Reviews and assesses reports and outcomes for non-clinical services collaborating with reporting team for effectiveness of reports and any subsequent corrective action plans to improve reporting. Provides training and assistance to other agencies and DSS contractors on program changes.

**SPECIAL REQUIREMENTS:** Incumbents in this class may be required to travel.

**Note:** This position may be filled by mandatory candidates from the Re-employment and Sebac Lists, which we are obligated to use. Applications also will be accepted from state employees who have attained permanent status in the class and from candidates, who have taken and passed the current Examination for Health Program Assistant 2, Examination Number 043170.

**APPLICATION PROCEDURE:** Candidates who meet the above requirements should complete a State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION\\_FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records **and do not mail a copy of your application form if you have faxed the materials**. Due to the large number of applications received, we cannot confirm receipt of applications. Please forward your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

Maria Taylor, Principal Human Resources Specialist  
Department of Social Services  
25 Sigourney Street – 12<sup>th</sup> Floor  
Hartford, CT 06106

Fax: (860) 951-2979

**APPLICATIONS MUST BE RECEIVED BY THURSDAY, NOVEMBER 21, 2013, CLOSE OF BUSINESS**

**An Equal Opportunity / Affirmative Action Employer**